COTS Enterprise Architecture Workgroup
Meeting Minutes
September 19, 2000

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Members Present: Murali Rao, VDOT (Cochairman); Bethann Canada, DOE; Linda Foster, TAX; Randy Horton, DRS; Troy DeLung, DEQ; Bob Haugh, DOC; Bill Mize, DIT.

Members Absent: David Molchany, Fairfax (Cochairman); James Jokl, UVA; Bob Pontius, VEC; Tim Bass, VRS; Ted McCormack, CLG.

Staff Present: Dan Ziomek, DTP; Diane Wresinski, DTP; Bryan Drake, DIT; Paul Bucher, VDOT.

Staff Absent: Dave Nims, COTS.

Guests: Rick Fowler, DSS.

Agenda:

1:30 to 1:35 Opening Remarks, Review of August 10 Minutes, and Other Administrative Matters - Murali Rao & Dan Ziomek

1:35 to 2:45 CRV Workshop (Session 4) - Bryan Drake

2:45 to 3:00 Break

3:00 to 3:50 CRV Workshop (Session 4 - Continued)

3:50 to 4:10 Discussion and Approval of Revised Work Plan - Dan Ziomek

4:10 to 4:15 Other Business & Summary of Workgroup Decisions & Action Items

4:15 Adjournment - Location, Date & Time of Next Meeting

Discussion:

The August 10, 2000 meeting of the COTS EA Workgroup was called to order by the Cochairman, Murali Rao. The minutes from the August 10 meeting were approved without revision.

The Workgroup used this regularly scheduled meeting to continue work on the Common Requirements Vision (CRV) that was initiated at the CRV Workshop on August 14. Members developed a preliminary set of Application Portfolio Implications (API) to be incorporated into the final draft of the CRV. Plans were made to complete the CRV EBS/BIR and BIR/RTA matrices by dividing the Workgroup into three teams (four members each). The teams will meet separately to review assigned BIR and provide input to Bryan Drake by October 6.

In other business, the Workgroup approved a revised Work Plan and set October 12 as the target date for the first Domain Team Orientation. The EA Team Support Staff will develop and coordinate an agenda for the orientation. Emily Schmidt, former North Carolina CTO, will be asked to speak at the orientation about the N.C. EA project.

The Workgroup agreed to begin development of the Conceptual Architecture (CA) at the October meeting. Dan Ziomek will distribute a recommended META Group template for the CA prior to the meeting.

Meeting Schedule:

The next workgroup meeting will be October 24, 2000 in the DIT Executive Conference Room @ 1:30 PM.